Use one form per negotiation or agreement.

NOTIFICATION OF NEGOTIATION OR AGREEMENT

Arthur Allen Elkins Jr	(b) (6) [redacted]	**08-23-2018**
Your full name	Your telephone number*	Date negotiation or agreement began
Inspector General **Office of Inspector General** **OIG**	(b) (6) [redacted]	**Washington Suburban Sanitary Commission**
Your Title/ Office / AAship or Region	Your email address*	Name of the non-federal entity with which you are negotiating or have an agreement for employment

* *Provide information for OGC/Ethics to use to contact you as part of our official duty. For this purpose, you may use a personal email address or cell number.*

RECUSAL STATEMENT

Check the appropriate box for each statement.

	Yes	No	
1.	✓		EPA's programs, policies, or operations affect the non-federal entity with which I am seeking employment.
2.		✓	My office in EPA does work that affects the non-federal entity with which I am seeking employment.
3.		✓	The work I participate in affects or will affect the non-federal entity with which I am seeking employment.

Need help answering these statements? See page 2.

If you answered "yes" to statements 2 and/or 3, then you must read and sign the statement below acknowledging your recusal obligations.

For as long as I am negotiating for or have an agreement of employment or compensation with the entity listed above, I will not participate personally and substantially in any particular matter that has a direct and predictable effect on the financial interests of this entity, unless I first obtain from OGC/Ethics a written authorization or waiver consistent with 5 C.F.R. § 2635.605 or 18 U.S.C. § 208(b)(1).

Your signature (print this and sign manually; no digital signatures)	Date signed

OGC/Ethics Use Only:

Statement 1: EPA's programs, policies, or operations affect the non-federal entity with which I am seeking employment.

If your answer is "yes" to any of the following questions, then you must answer "yes" to statement 1.

- Is the non-federal entity seeking official action from EPA (even if not your own office)?
- Does the non-federal entity do business or seek to do business with the EPA (even if not your own office)?
- Does the non-federal entity conduct activities that EPA regulates (even if not in your own office)?
- Does the non-federal entity have interests that may be substantially affected by the performance or non-performance of your official duties?
- Is the non-federal entity a membership organization in which the majority of the members are described in the preceding questions?

Statement 2: My office in EPA does work that affects the non-federal entity with which I am seeking employment.

To answer this question, think about the nexus between the work of your office and the non-federal entity. The closer the nexus, the more likely you will have to check "yes" to statement 2.

- Consider the particular matters your office works on and whether there is any connection to the work of this entity. Does your office work on permits, investigations, litigation, grants, licenses, contracts, applications, enforcement cases, or other similar types of matters where there is an identified non-federal entity (i.e., particular matters involving specific parties)?
- Also consider whether your office is involved in scientific programs, media programs, or other types of policies, procedures, guidance documents, regulations, etc., that would affect this particular industry or sector (i.e., particular matters of general applicability).

Statement 3: The work I participate in affects or will affect the non-federal entity with which I am seeking employment.

Think about the nexus between your work and the non-federal entity as well as its respective class, industry or sector. The closer the nexus between your work and the sector the non-federal entity belongs to, the more likely you will check have to check "yes" to statement 3.

- Will the work you do affect the sector? Don't concentrate on whether your personal contributions will be determinative but rather, overall, how the outcome of the work itself will affect the sector and the non-federal entity with which you are negotiating.
- Do you advise on or consult with your colleagues' projects and work? Does their work affect this sector or the non-federal entity?
- Do you actively supervise or assign work to subordinates? Do those assignments affect the sector or the non-federal entity?

Need help answering these statements? Contact ethics@epa.gov to discuss.